

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL CLERK

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, a group of clerical or financial record keeping functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a large staff through subordinate supervisors in one or more major clerical activities;
- Develops practices, procedures, and policies to increase work effectiveness;
- Summarizes and prepares final reports of financial, statistical and technical data maintained by subordinates;
- Reviews fund expenditures to inform superiors of status;
- Compiles a variety of financial and statistical data;
- Conducts minor administrative research studies and prepares various reports;
- Maintains special records and accounts;
- Interprets departmental policies and procedures to employees and the public;
- Reviews minor service contracts with outside agencies;
- Coordinates work with other departments or divisions;
- Attends departmental meetings to discuss organizational and procedural problems and their solutions;
- Selects, trains, and evaluates subordinates work performance;
- Resolves personnel and disciplinary problems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience as a Senior Clerk/Typist with the City of San Diego; **OR** four years of clerical experience, at least one year of which must have been in a supervisory capacity at a level equivalent to Senior Clerk/Typist. Qualifying experience should reflect the responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations and discipline.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.